

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. C-890 Page 1 of 3
Agency HOWARD COUNTY GOVERNMENT Department of Planning and Zoning Development Engineering Division		
Item No.	Description	Retention
1.	GENERAL ADMINISTRATIVE CORRESPONDENCE General Correspondence; Newsletters; General Office Documents	Retain in office as long as administratively valuable, annually screen, then destroy.
2.	DEVELOPER WATER AND SEWER CONTRACT FILES Correspondence; Preliminary and Final Cost Estimates; Plans; Special Provisions; Easement Plans/Plats	Retain for 7 years, then destroy.
3.	MINOR SUBDIVISIONS Plans -- Waiver Petition; Road Construction Drawings (road improvements); Record Plat Correspondence -- Transmittals; Comment letters from all agencies; Letters from/to Engineers and the Department of Planning and Zoning, including: revision to road construction drawings, deviations of standards in Design Manual, Volumes I - IV, permission letters from adjacent property owners for grading or improvements, requests for waivers to storm water management and computations, exemption from drainage fees, extensions of water and/or sewer; Design Waivers Studies, Reports and Computations -- Computations and Plans for Flood Plain, Drainage, and Stormwater Management; Transportation Analyses/Traffic Studies; Noise Studies	Retain for 3 years, then destroy. Retain for 3 years, then destroy. Retain for 3 years. Thereafter, screen material to determine value of copying to CD. Upon validation of CD, destroy paper. Retain CD permanently and forward periodically to the MSA..
Schedule Approved by Department, Agency, or Division Representative. Date: <u>9/13/99</u> Signature: <u>Marsha S. McLaughlin</u> Name: Marsha S. McLaughlin Title: Deputy Director, Department of Planning and Zoning		Schedule Authorized by State Archivist Date: OCT 19 1999 Signature: <u>Edward C. Ferguson Jr</u>

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

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Agency **HOWARD COUNTY GOVERNMENT**
Department of Planning and Zoning Development Engineering Division

Item No.	Description	Retention
4.	<p>MAJOR SUBDIVISIONS</p> <p>Plans -- Sketch Plan; Preliminary Plan; Record Plat; Road Construction Drawings; Concept Plan; Waiver Petition; Final Development Plan; Planning Board</p> <p>Correspondence -- Transmittal of plans for review from the Department of Planning and Zoning; Comment letters from all agencies; Letters from/to Engineers and the Department of Planning and Zoning, including: revision to road construction drawings, deviations of standards in Design Manual, Volumes I - IV, permission letters from adjacent property owners for grading or improvements, requests for waivers to storm water management and computations, exemption from drainage fees, extensions of water and/or sewer</p> <p>Studies, Reports and Computations -- Computations and Plans for Flood Plain, Drainage, and Stormwater Management; Transportation Analyses/Traffic Studies; Noise Studies</p>	<p>Retain for 7 years, then destroy.</p> <p>Retain for 7 years, then destroy.</p> <p>Retain for 7 years. Thereafter, screen material to determine value of copying to CD. Upon validation of CD, destroy paper. Retain CD permanently and forward periodically to the MSA.</p>
5.	<p>SITE DEVELOPMENT PLANS (Commercial, Apartments and Townhouses)</p> <p>Plans -- Waiver Petition; Road Construction Drawings; Site Development Plan</p> <p>Correspondence -- Transmittal of plans for review from the Department of Planning and Zoning; Comment letters from all agencies; Letters from/to Engineers and the Department of Planning and Zoning, including: revision to road construction drawings, deviations of standards in Design Manual, Volumes I - IV, permission letters from adjacent property owners for grading or improvements, requests for waivers to storm water management and computations, exemption from drainage fees, extensions of water and/or sewer</p> <p>Studies, Reports and Computations -- Computations and Plans for Flood Plain, Drainage, and Stormwater Management; Transportation Analyses/Traffic Studies; Noise Studies</p>	<p>Retain for 7 years, then destroy.</p> <p>Retain for 7 years, then destroy.</p> <p>Retain for 7 years. Thereafter, screen material to determine value of copying to CD. Upon validation of CD, destroy paper. Retain CD permanently and forward periodically to the MSA.</p>

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RECORDS MANAGEMENT DIVISION
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Agency **HOWARD COUNTY GOVERNMENT**
Department of Planning and Zoning Development Engineering Division

Item No.	Description	Retention
6.	WATER AND SEWER IN-AID Correspondence; Applications; Advanced Deposit Requests; Legal Agreements, History of in-aid units paid and cash receipts	Retain in office as long as administratively valuable, annually screen, then destroy .
7.	FLOODPLAIN, PIPE AND EASEMENT Copy of residential permits; profiles and computations for pipes; recorded copies of "Declaration of Easements" for shared driveways; floodplain elevation to show the 2-feet above requirement; and special exception for infringement into existing water and sewer and storm drain easements.	Retain in office as long as administratively valuable, annually screen, then destroy.

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>3</u>
Department/Agency Planning and Zoning	2. Division Development Engineering	3. Unit
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Minor Subdivisions		5. Earliest Year/Latest Year 1965 to 1999
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Studies, Reports and Computations -- Computations and plans for floodplain, Drainage and Stormwater Management; Transportation Analyses/Traffic Studies; Noise Studies		
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical (1) <input checked="" type="checkbox"/> Numerical (2) <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) File Boxes </div> <div style="text-align: center;"> <u>345</u> total Number </div>
		10. Annual Accumulation <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) File Boxes </div> <div style="text-align: center;"> <u>34</u> Number </div>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly very infrequently after sent to archives	12. File Becomes Inactive After <div style="text-align: center;"> <u>7</u> Number </div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Warehouse - Allied Signal Building Department of Planning & Zoning, Carroll Bldg.	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Consulting Engineer (Private)	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Permanently	
Name and Title of Preparer Marsha S. McLaughlin Deputy Director	20. Telephone Number 410-313-2350	21. Date July 28, 1999

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>2</u> OF <u>3</u>
Department/Agency Planning and Zoning	2. Division Development Engineering	3. Unit
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Major Subdivisions		5. Earliest Year/Latest Year 1965 to 1999
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series. Studies, Reports and Computations -- Computations and plans for floodplain, drainage and stormwater management; Transportation Analyses/Traffic Studies; Noise Studies		
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical (1) <input checked="" type="checkbox"/> Numerical (2) <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <div style="display: flex; justify-content: space-between;"> 345 TOTAL Number <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) File Boxes </div> </div> <div style="margin-top: 10px;"> 10. Annual Accumulation <div style="display: flex; justify-content: space-between;"> 34 Number <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) File Boxes </div> </div> </div>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly very infrequently after sent to archives	12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <u>7</u> Number <div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div> </div>	
13. Current Location(s) (Bldg., Floor, Room) Warehouse - Allied Signal Building Dept. of Planning & Zoning, Carroll Bldg.	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Consulting Engineer (Private)	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Permanently	
Name and Title of Preparer Marsha S. McLaughlin Deputy Director	20. Telephone Number 410-313-2350	21. Date July 28, 1999

<p>Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</p>	<p>AGENCY RECORDS INVENTORY</p>
		<p>PAGE <u>3</u> OF <u>3</u></p>
<p>Department/Agency Planning and Zoning</p>	<p>2. Division Development Engineering</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Site Development Plans</p>		<p>5. Earliest Year/Latest Year 1965 to 1999</p>
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Studies, Reports and Computations -- Computations and plans for floodplain, drainage and stormwater management; Transportation Analyses/Traffic Studies; Noise Studies</p>		
<p>7. Record Series Format(s)</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical (1)</p> <p><input checked="" type="checkbox"/> Numerical (2)</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p style="text-align: right;"><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) File Boxes</p> <p><u>345</u> Total Number</p>
		<p>10. Annual Accumulation</p> <p style="text-align: right;"><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) File Boxes</p> <p><u>34</u> Number</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly</p> <p>very infrequently after sent to archives</p>	<p>12. File Becomes Inactive After</p> <p><u>7</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Warehouse - Allied Signal Building and Dept. of Planning & Zoning - Carroll Bldg.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Consulting Engineer (Private)</p>	
<p>15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>(If Yes, cite Law(s) & Regulation(s))</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Permanently</p>	
<p>Name and Title of Preparer</p> <p>Marsha S. McLaughlin Deputy Director</p>	<p>20. Telephone Number</p> <p>410-313-2350</p>	<p>21. Date</p> <p>July 28, 1999</p>